



## **SFL-TAP Scheduling of Individual Hiring Event Requirements Paper**

As of August 4, 2017

### **[Send us an email to schedule your Individual Hiring Event:](#)**

- Our Individual Hiring Events are held by SFL-TAP, in partnership with the qualified employer
- All our Individual Hiring Events are FREE of charge to qualified employers. Employers qualify to register and attend their own Individual Hiring Event by providing us and we have to have posted at least one open career announcement to our Career Announcements page (see the document titled SFL-TAP On-line Posting of Career Announcements Requirements Paper v4), **Schools will no longer be approved by ACES to participate in the Individual Hiring Event sponsored by SFL-TAP unless they are part of an approved Career Skills Program (CSP)**
- The qualified employer must schedule the date of the event 6 weeks in advance
- Once you are confirmed as scheduled please provide us with a marketing flier to post to our Upcoming Events page
- All of our Individual Hiring Events are FREE of charge to qualified career seekers. Career seekers qualify by being a transitioning Soldier, their Spouse, or a veteran currently looking for employment
- In accordance with Army Regulation 210-7, commercial solicitation may not be conducted on the installation absent compliance with the requirements of that regulation to obtain access to the installation for that purpose. However, employers and/or educators who have pre-registered for a Hiring Event are permitted to attend the event, set up a table or booth, and conduct recruitment activities with and among the target audience.
- The employer attendee must complete and submit the after action/feedback report. Employers that do not complete the after action/feedback report will not be permitted to return until the report is submitted. The information collected in these reports is vitally important to how we conduct our events and measure our program

### **The following is the intent for our Hiring Events**

- The SFL-TAP Individual Hiring Event is scheduled on a first come first served basis is designed to be a more personal event
- Provide employment opportunities for immediate and future careers

### **The desired outcome of this effort is:**

1. Provide an event that serves the specific needs of the Transitioning Soldier, their Spouses, and Veteran.